

## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 - Web: www.rcgov.org

## MINOR PLAT PROCEDURE

### The Filing Fee for a Minor Plat is \$250.00 PLUS \$20.00 per lot created

**Description:** The purpose of a Minor Plat is to allow property to be platted into 12 or fewer lots without being subject to the procedural provisions of the Preliminary Subdivision Plan regulations of Title 16. No Minor Plat shall be approved in any case in which the extension of public water, sewer or streets or any other physical improvement (with the exception of the installation of sidewalks) is required by the Subdivision Regulations of Title 16. No Minor Plat shall dedicate any right-of-way.

**NOTE:** *City policy requires that land adjacent to the City for which platting is requested be annexed into the City limits prior to Minor Plat submittal.*

#### Materials and actions required of the Petitioner:

1. The prospective applicant meets with Department of Community Development and Engineering Division staff to discuss the Minor Plat.
2. The petitioner submits an application and fees for the plat.
3. A signed mylar and seven (7) copies of the plat shall be submitted.

**(NOTE: Property taxes, through year end, must be paid prior to the Treasurer's Office signing the mylar.)**

4. One 8 1/2 inch x 11 inch copy of proposed plat.
5. A topographic map with contour intervals of not more than five feet.
6. A Vicinity Map
7. If any structures are located on the property, a structure location survey shall be submitted.

8. If any alteration to any utility easement is requested, documentation from all affected utility companies shall be provided stating that they do not object to the alteration.

#### Procedure:

1. Upon receipt of the required application and supporting information, Department of Community Development staff will route the information to all affected Departments and agencies.
2. Within thirteen (13) working days, the City shall either approve or deny the Minor Plat application unless the application is suspended to allow the applicant to address any required corrections.
3. The approved plat is filed with the Pennington County Register of Deeds.
4. A letter is sent to the petitioner regarding the application.

**Suspended Timelines:** If the Director determines that the application for the Minor Plat does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall

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be re-engaged, with an additional three (3) working days added to the remaining balance of the review timeline. Applications suspended for more than 90 consecutive days shall be denied by the Director. Applicants may appeal to the City Council for extensions, providing that the appeal is heard within 90 days of the suspension.

**Appeal of Suspended Timelines:** When the owner and/or designated agent do not concur with the Director regarding the information required for the Minor Plat, they can appeal to the City Council. The City Council may approve or deny the Minor Plat in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).

# Department of Community Development

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# APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST** (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan    Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Subdivision Plan
  - Development Engineering Plans
  - Lot Line Adjustment/Consolidation Plat
  - Final Plat
  - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public
		Water
		Sewer

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**OWNER OF RECORD** (If different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

<b>Property Owner Signature</b>	<b>Date</b>	<b>Property Owner Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name:</b> _____		<b>Print Name:</b> _____	
<b>Title*:</b> _____		<b>Title*:</b> _____	

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">ZONING</th></tr> <tr><td>Current</td></tr> <tr><td>North</td></tr> <tr><td>South</td></tr> <tr><td>East</td></tr> <tr><td>West</td></tr> <tr><td>Planner</td></tr> <tr><td>File No.</td></tr> <tr><td>Comp Plan</td></tr> <tr><td>Received By:</td></tr> </table>	ZONING	Current	North	South	East	West	Planner	File No.	Comp Plan	Received By:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public Works/Engineering</li> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Transportation Planning</li> <li><input type="checkbox"/> Building Inspection</li> <li><input type="checkbox"/> Air Quality</li> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Code Enforcement</li> <li><input type="checkbox"/> SD DOT</li> <li><input type="checkbox"/> BHP&amp;L</li> <li><input type="checkbox"/> ESCC</li> <li><input type="checkbox"/> Register of Deeds</li> <li><input type="checkbox"/> County - Planning</li> <li><input type="checkbox"/> County - Fire</li> <li><input type="checkbox"/> County - Highway</li> <li><input type="checkbox"/> County - Code Enforcement</li> <li><input type="checkbox"/> Auditor - Annexation</li> <li><input type="checkbox"/> RV Sanitary District</li> <li><input type="checkbox"/> Green Valley Sanitary District</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> GIS</li> <li><input type="checkbox"/> Historic Preservation</li> <li><input type="checkbox"/> Parks &amp; Recreation</li> <li><input type="checkbox"/> School District</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>PIN No:</b> _____</p>
ZONING												
Current												
North												
South												
East												
West												
Planner												
File No.												
Comp Plan												
Received By:												

# **MINOR PLAT CERTIFICATES**

## **EXAMPLE CERTIFICATE BLOCKS**

PLEASE NOTE THAT THE CERTIFICATE BLOCKS SHOWN IN **BOLD** TEXT MUST BE SIGNED PRIOR TO SUBMITTAL OF A MINOR PLAT APPLICATION. IN ADDITION, THE CERTIFICATE OF HIGHWAY OR STREET AUTHORITY MUST BE SIGNED BY ALL AFFECTED GOVERNMENT AGENCIES THAT OWN ADJACENT STREET RIGHT(S)-OF-WAY (CITY, COUNTY AND/OR STATE)

**CERTIFICATE OF OWNERSHIP**  
**STATE OF SOUTH DAKOTA**  
**COUNTY OF PENNINGTON s.s.**

I, the undersigned do hereby certify that I am the owner of the land shown and described hereon; that the survey was done at my request for the purpose indicated hereon; that I do hereby approve the survey and within plat of said land ; and that the development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations.

Any land shown on the within plat as dedicated to public right of way is hereby dedicated to public use and public utility use as such, forever, but such dedication shall not be construed to be a donation of the fee of such land.

Owner: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me , a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person described in the foregoing instrument and acknowledged to me that (he, she) signed the same.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**CERTIFICATE OF COMMUNITY  
DEVELOPMENT DIRECTOR**

I, Community Development Director of the the City of Rapid City, have reviewed this plat and have found it to conform to the Subdivision requirements of Chapter 16.08.090 of the Rapid City Municipal Code and as such I have approved this Plat as a Minor Plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Community Development Director  
of the City of Rapid City

**CERTIFICATE OF SURVEYOR**  
**STATE OF SOUTH DAKOTA**  
**COUNTY OF PENNINGTON s.s.**

I, \_\_\_\_\_, Registered Land Surveyor No. \_\_\_\_\_ in the State of South Dakota, do hereby certify that at the request of the owner(s) listed hereon I have surveyed that tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey. Easements or Restrictions of miscellaneous record or private agreements that are not known to me are not shown hereon.

In witness whereof, I have hereunto set my hand and Seal,

\_\_\_\_\_  
(Name) Registered Land Surveyor      Date

**CERTIFICATE OF HIGHWAY OR STREET  
AUTHORITY**

The location of the proposed lot lines with respect to the Highway or Street as shown heron is hereby approved. Any approaches or access to the Highway or Street will require additional approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Highway / Street Authority

**CERTIFICATE OF DIRECTOR  
EQUALIZATION**

I, Director of Equalization of Pennington County, do hereby certify that I have on record in my office a Copy of the within described plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Director of Equalization of Pennington County

\_\_\_\_\_  
Approved

**CERTIFICATE OF FINANCE DIRECTOR**

I, Finance Director of the City of Rapid City, do hereby certify that the Community Development Director and the Public Works Director of the City of Rapid City, has approved this Minor Plat as shown hereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Finance Director of the City of Rapid City

**CERTIFICATE OF FINANCE DIRECTOR**

I, Finance Director of the City of Rapid City, do hereby certify that all special assessments which are liens upon the described lands are fully paid according to the records of my office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Finance Director of the City of Rapid City

**CERTIFICATE OF PUBLIC WORKS DIRECTOR**

I, Public Works Director of the City of Rapid City, have reviewed this plat and have found it to conform to the Subdivision requirements of Chapter 16.08.090 of the Rapid City Municipal Code and as such I have approved this Plat as a Minor Plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Public Works Director of the City of Rapid City

**CERTIFICATE OF COUNTY TREASURER**

I, Treasurer of Pennington County, do hereby certify that all taxes which are liens upon the within described lands are fully paid according to the records of my office.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Treasurer of Pennington County

**CERTIFICATE OF REGISTER OF DEEDS**

STATE OF SOUTH DAKOTA  
COUNTY OF PENNINGTON s.s.

Filed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Document Number \_\_\_\_\_

\_\_\_\_\_  
Register of Deeds

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**MINOR PLAT  
 CHECKLIST**

χ	APPLICANT	STAFF	χ
	Completed Application, signed by the property owner(s) or their authorized designee		
	Vicinity Map		
	Fees Paid		
SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION			
	A site plan (to scale)		
	A structural location survey if any structures are located on the property		
	Signed Mylar (Plat Document) including lot configurations, areas and easement locations		
	Topography with contour intervals of not more than five feet		
	Documentation from all affected utility companies indicating concurrence with the plat if any alteration to any utility easement is requested.		
	One 8 ½ inch by 11 inch copy of the plat (with signatures)		
	A minimum of seven (7) large copies of the plat with signatures). Additional copies may be required as determined by the Director.		

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>

A Final, Minor, and Lot Line Adjustment or Consolidation Plat document (mylar) shall be prepared and property monumentation shall be established in accordance with SDCL requirements. **Plat documents shall contain the following information:**

1. The plat title shall identify the proposed lots or tracts, the designation of blocks (as applicable), the name of the subdivision, and the dedication of right-of-way (as applicable). If the originating or parent parcels were previously platted, the parent parcels shall also be identified. The location of any section, township, range, meridian, municipality (as applicable) and county shall be identified.
2. The plat shall contain a numeric scale, graphic scale, north arrow, and basis of bearings.
3. The plat shall be prepared at a scale that allows for the depiction of all information in a clear and legible fashion.
4. The plat shall contain a "Prepared By" statement indicating the individual or company responsible for preparation of the plat document, their mailing address and phone number.
5. The plat document shall identify and label each lot, or tract, and the block designation (as applicable). Each lot or tract shall contain an acreage and/or square footage.
6. The plat document shall identify the boundary lines of each of the platted parcels or lots within the subdivision and shall include the geometric information for all lots, areas of dedication and easements including: bearing and distance, and curve information including delta, radius arc length, chord bearing and chord distance. All dimensions shall be shown in feet and hundredths.
7. The plat document shall identify the name and location of adjoining streets and rights-of-ways. Areas dedicated as public right-of-way on the plat document shall be labeled and the area (square footage) of such dedication shall be stated.
8. The plat document shall label the adjoining platted lots and blocks or unplatted parcels of land.
9. Areas of existing easement shall be identified (graphically or by note) and the recording information of those documents shall be provided. Areas and designation of proposed easements established by the plat shall be indicated by general note, or geometrically related to the subject lot lines. Easements that traverse across more than one lot shall be geometrically related or tied to the lot lines crossed.
10. The location and nature (size, material and identifying registration numbers) of all property monuments found or established shall be shown.
11. Certifications shall be provided in accordance with SDCL and Rapid City Municipal Code.